

With your child's safety as our main concern, the following procedures have been developed to ensure effective operations.

Registration-Forms must be completed before the child attends our Summer Spectacular Camp. Summer Camp is a separate program from After School Care; therefore, a new registration must be filled out.

Immunization Forms-Must be up-to-date and on file at the child's school.

All Fees Owed-Balances must be paid for this years After School Care and last summer's camp prior to a child's attendance in Summer Spectacular. All payments for camp must be paid in advance. Refer to the "Fee Policies" section for specifics.

Trial Period-For enrollees is two weeks. We reserve the right to request withdrawal of a child during or after the trial period based on the following conditions:

- The child refuses to participate in program activities.
- The Staff cannot provide adequate or safe care for the child.
- The Staff cannot provide adequate or safe care for other enrolled children due to the care needs of this child.
- Child's behavior is detrimental to him/herself and, or other campers.

Ages of all children enrolled in the Y childcare program must range from 4-14 years-old.

Arrival-Children will be transported via parent or guardian for Summer Spectacular attendance. Children arriving prior to 7:00 AM are not under the care of the Y staff until 7:00 AM. Last Drop off time will be 10:00 AM Monday, Tuesday, Wednesday and Friday. Thursday's last drop off time will be determined by the field trip-please check schedule for times.

Departure-ONLY AUTHORIZED PERSONS may sign a child out of the Y Summer Spectacular

Camp. Please provide emergency contact information (including full names and phone numbers) on your child's registration form. Anyone unfamiliar to staff will be asked for picture identification.

If there are special circumstances involving custody issues, you must provide legal documentation for those arrangements.

Late Pick-Up-If you are running late, please call us in advance so we can plan appropriate staffing and reassure your child.

Staff is scheduled to work until 6:00 PM. \$1.00 will be charged for the first 5 minutes, then \$1.00 per minute after 6:05 PM. Late fees will be reflected in an invoice.

Chronic late pick-up will be grounds for dismissal from the program. If your child is not picked up by 7:00 PM, local authorities will be contacted.

Illness-If a child has signs of illness or a fever of 100+ degrees F, the child's parent(s)/guardian(s) will be notified for immediate pick-up.

To ensure proper staff/child care ratio, children may not stay inside during outdoor playtime. If your child needs to stay inside for a few days for health reasons, please keep him/her home until the illness has passed.

Medication to be administered should:

1. Be brought directly to staff in original container.
2. Include written instructions/permission as to quantity, time and directions for use.

Injury-If your child is injured during the Y Summer Spectacular Camp, the staff will take steps necessary to obtain emergency medical care. These include, but are not limited to the following:

1. First Aid (band aids, antiseptic, etc.)
2. Attempts to contact parent/guardian
3. Attempts to contact emergency contacts as listed on registration form.

If the Y cannot reach parent/guardian or emergency contacts, we will do one or both of the following.

1. Call an ambulance or paramedic

2. Have the child taken to an emergency hospital

IN THE EVENT OF A SERIOUS EMERGENCY, 911 WILL BE CALLED FIRST.

Food-The Y will provide breakfast (served at 8:15 AM) lunch, and one (1) snack each day. In the event that your child dislikes the prepared meal, an alternate meal will not be available.

Dress Policy-Please be aware that children will be playing outside each day (weather permitting). Children must wear play clothes and tennis shoes daily. Children attending Summer Spectacular should also bring a swim suit, towel and water bottle each day.

Game & Toy Policy- The Y discourages children from bringing toys and games to Y programming. The Y is not responsible for lost, stolen, damaged or "traded" items. Children will not be permitted to play video games. Please discuss this rule with your child.

Fees Polices-All fees are based on a weekly payment schedule and are due in advance. WE DO NOT OFFER A DAILY RATE.

Weekly fees are as follows:

- \$75.00 member
- \$85.00 non-member

The preferred payment method is automatic draft from your checking account. We can set payments up for whatever day of the week you prefer. Also, you can decide how many weeks your child will attend summer camp and we will divide the total cost by 12 and take that amount from your account each week, starting with the week before camp begins.

Insufficient funds or returned checks will result in a \$20.00 charge. After two (2) insufficient fund events or returned checks, we will accept only cash or money orders.

Financial Opportunities-The Y has a Financial Aid Program designed to ensure that the Y

services are accessible to all members of the community. No one is excluded because of an inability to pay. It is the policy of the Y to provide services for any youth, adult or senior who desires to participate in a Y program.

While participants are expected to pay their share of operating costs, those who need assistance may be awarded full or partial scholarships based on their ability to pay, the Y's ability to fund the subsidy, or the program's capacity. Funds are limited and are awarded to those who are first to apply and meet the standardized qualifications.

Behavior Policy-Demonstration of appropriate behavior, treating others with respect and refusing to tolerate violence are expected by the Y staff to provide positive examples for child behavior. Behaviors perceived as acts of violence will not be tolerated by the Y staff. Inappropriate behaviors include, but are not limited to, situations of:

- Inappropriate verbal or electronic (i.e. texting) language (cursing, swearing, name-calling, etc.)
- Harming another child or staff person
- Stealing
- Damaging property
- Being disruptive and uncontrollable in the group
- When behavior of a child becomes detrimental to him/herself or others
- One child's behavior adversely affects the ability of another child to participate in the Y activities because the conduct/harassment is too severe and offensive
- Another child is placed in reasonable fear of physical harm or experiences emotional distress
 - Physical violence (hitting, punching, slapping etc.) toward another person
- An object is used as an intentional weapon, which may or may not cause physical harm (i.e. child throws basketball with intent to harm, yet misses target)
- Child's behavior is so severe or pervasive that it creates an intimidating or threatening environment

-Behavior has the effect of substantially disrupting the operation of the program in which he/she is enrolled

Discipline-In the event that a child's behavior requires discipline:

1. Staff action will not damage the child's self-image or embarrass the child.
2. Staff action will help children learn self-control, choose alternatives, identify feelings and develop an understanding/respect for feelings of others.
3. In the event that a child deliberately damages property or equipment of the Y, the child/parent will be responsible for the cost of the replacement.
4. The Y will use "incident reports" to communicate with parents when they observe concerns regarding behavior.

Consequences-The Y expects children to conduct themselves in a manner in keeping with their level of development, maturity and demonstrate capabilities with regard for the rights/welfare of other children, staff and volunteers. The following factors, at a minimum, shall be given consideration by staff when determining appropriate consequences for each act of violence.

- Age, development and maturity levels of the parties involved
- Degree/intent of harm
- Nature and severity of the behavior(s)
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

Consequences for a child who commits an act of violence may range from positive behavioral interventions up to suspension or expulsion. Consequences for a child who commits an act of violence shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the child and the history of the behaviors.

Examples of Consequences

- Dismissal from program or program suspension
- Loss of privileges (field trips, special activities, etc.)
- Contacting parents/guardians for early pick-up
- "Cool Down"- Time alone
- An apology (verbal or written) to others involved.

